



REPLY TO
ATTENTION OF
ATZH-LCA

**DEPARTMENT OF THE ARMY
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY
25th STREET, BUILDING 24402
FORT GORDON, GEORGIA 30906-5491**



24 August 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) EXODUS Leave

- 1. REFERENCE:** AR 600-8-19, Academy SOP and Command Directive.
- 2. PURPOSE:** To describe the procedures and delegate the responsibilities for the conduct of Student and Cadre movement during EXODUS 15 December 2006 – 2 January 2007.
- 3. GENERAL:** In preparation for EXODUS to ensure the safe return of all individuals who will be taking leave it is mandatory that ALL personnel (students and cadre) be present at the Commandants safety briefing.

A. Phase I- Preparation for Movement (15 Nov 06)

This Phase begins when all students and cadre are advised of the leave opportunity and make preparation for transportation. This phase ends when all students and cadre have signed and returned their leave forms NLT 1 Dec 06, by COB.

B. Phase II- Movement (15 Dec 06 at 0500 hrs)

This Phase begins with students physically signing out on leave after the safety briefing to be conducted at the theater for better control. Each Small Group Leader will sign out their students on 15 Dec 06 with any needed assistance from the S-1 and ends when all Soldiers are properly signed out.

C. Phase III- Return (2 Jan 06)

This Phase will end when all students have physically signed in with the SDNCO; NLT 2400hrs on 2 Jan 06.

4. RESPONSIBILITIES:

A. S-1:

- (1) Receive and process all leaves/mileage passes provided by the companies NLT 1 Dec 06.
- (2) Provide the number and names of Soldiers departing during EXODUS to the S3, MSG Jacobs, and 791- 4199 NLT 1 Dec 06.
- (3) Establish procedures and sign out stations for all Soldiers taking leave by 20 Nov 06.
- (4) Post Staff Duty and Flag Detail rosters NLT 10 December 2006.

B. S-3:

- (1) Coordinate the use of the Gordon Theater.

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- (2) Coordinate with a Richmond County Police Department to have an Officer to speak on safety issues.

C. ANCOC:

(1) Provide the number of students/permanent party with their DA31's departing during EXODUS to the S-1, SSG Blackwood, 791-3495 NLT 01 Dec 06. Permanent Party will not be allowed to take leave for the entire EXODUS; they will be required to put in their leave form for either the Christmas or New Year's Holiday.

- (2) Develop internal procedures for preparation of out-processing and duties during EXODUS.

- (3) Complete vehicle inspections NLT 13 Dec 06 and report the status to the S-3 shop.

- (4) Maintain positive control of all personnel that do not take EXODUS leave.

- (5) SGL's are responsible for bringing tables and chairs to sign out the students.

(6) Provide a list to S-1 NLT 1 Dec 06 of all students and cadre not participating in EXODUS for staff duty and flag detail responsibilities.

D. BNCOC:

(1) Provide the number of students/permanent party with their DA31's departing during EXODUS to the S-1, SSG Blackwood, 791-3495 NLT 01 Dec 06. Permanent Party will not be allowed to take leave for the entire EXODUS; they will be required to put in their leave form for either the Christmas or New Year's Holiday.

- (2) Develop internal procedures for preparation of out-processing and duties during EXODUS.

- (3) Complete vehicle inspections NLT 13 Dec 06 and report the status to the S-3 shop.

- (4) Maintain positive control of all personnel that do not take EXODUS leave.

- (5) SGL's are responsible for bring tables and chairs to sign out the students.

(6) Provide a list to S-1 NLT 1 Dec 06 of all students and cadre not participating in EXODUS for staff duty and flag detail responsibilities.

E. HQ:

(1) Provide the number of Soldiers and their DA31's departing during EXODUS to the S-1, SSG Blackwood, 791-3495 NLT 01 Dec 06. Permanent party will not be allowed to take leave for the entire EXODUS; they will be required to put in their leave form for either the Christmas or New Year's Holiday.

- (2) Complete vehicle inspections NLT 13 Dec 06 and report the status to the S-3 shop.

(3) Provide a list to S-1 NLT 1 Dec 06 of all cadre not participating in EXODUS for staff duty and flag detail responsibilities.

5. COORDINATING INSTRUCTIONS:

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A. There will be a safety briefing conducted prior to signing out at the Gordon Theater at 0500hrs on 15 Dec 06. All students and permanent party will attend and must be seated NLT 0450hrs. The Commandant will issue his EXODUS safety guidance at this time.

B. All students must physically sign out with their Small Group Leader before departing for leave.

C. All students must physically sign in with the SDNCO NLT 02 Jan 07 by midnight (2400hrs).

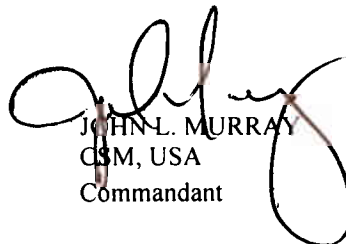
D. Personnel wishing to go on OCONUS leave are required to receive a briefing from the post G-2, obtain the Commandant's signature on their DA-31 and complete the enclosed DA Form 4187. All personnel who are taking OCONUS leave that is returning to their OCONUS duty station will NOT need to turn in an Antiterrorism briefing. All students assigned CONUS who wish to take leave OCONUS will be required to submit an Antiterrorism certificate signed by the Force Protection NCO.

E. Students not taking EXODUS leave will report to their operations for work during the half day schedule from 0800-1200hrs.

F. Both Branches and HQ's must report 100% accountability of all personnel to the Commandant no later than 0600hrs on 3 Jan 07.

6. **NOTE!!!** Students will ensure that their flights will not depart prior to 1300hrs on 15 Dec 06.

7. SPECIAL INSTRUCTIONS:


JOHN L. MURRAY
CSM, USA
Commandant

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1-Commandant
1-Deputy Commandant
1-Mr. Myers
1-ANCOC
1-BNCOC
1-Training Development
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